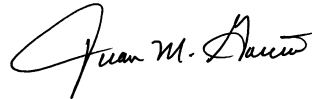


For: State and County Offices

MIDAS Basic Training and Access

Approved by: Administrator



1 Overview

A Background

In preparation for the FSA-ITSD-MIDAS Project implementation and deployment, the MIDAS Training Team developed a comprehensive training plan. For employees who are new to MIDAS Customer Relationship Management (CRM) and require access to MIDAS, the training plan consists of the following 3 components:

- foundational learning sessions
- web-based training
- instructor-led training.

B Purpose

This notice:

- provides State and County Offices an update to Notice MIDAS-16, subparagraph 2 C and detailed information on:
 - training requirements for employees needing MIDAS CRM access
 - how to request access to MIDAS CRM upon completing the training
- obsoletes Notice MIDAS-20 to update a course number in subparagraph 2 A, step 2.

2 Training

A Employee MIDAS CRM Training

Employees requiring MIDAS access **must** complete MIDAS training before MIDAS CRM access can be authorized. Training shall include both online training and instructor-led training, as appropriate, to provide employees access to MIDAS CRM. Supervisors are required to provide the State Office Security Liaison Representative and State AgLearn Administrator with the names of any employees needing MIDAS CRM access.

Disposal Date	Distribution
December 1, 2014 6-18-14	State Offices; State Offices relay to County Offices

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2 Training (Continued)

A Employee MIDAS CRM Training (Continued)

The web-based courses listed in step 2 of this subparagraph need to be completed before the instructor-led training in step 3 can be completed. New MIDAS CRM users should review Notices MIDAS-1 and MIDAS-5 for additional information about MIDAS CRM training.

Employees requiring:

- “view” access (viewer role) only in MIDAS CRM must complete step 2
- “edit” access (user role) must complete both steps 2 and 3.

Step	Foundational Sessions			
1	Foundational sessions are recommended for all employees. Some State Offices have required foundational sessions for employees. Access USDA Connect to review all of the following MIDAS foundational learning sessions as detailed in Notice MIDAS-1, subparagraph 2 B, and complete the following sessions.			
	√	Course	√	Course
		MIDAS 101		MIDAS Search & Analytics
		GIS Basics Overview		Security Education
		Farm Records		Product Master
		Integration & the End to End Business Process		Business Partner
		MIDAS System Access Overview		Acreage Reporting
		The MIDAS Community on USDA Connect		Inventory Reporting
2	The State AgLearn Coordinator shall assign the following MIDAS CRM web-based training courses to the employee’s AgLearn account. CLICK http://www.aglearn.usda.gov/ to access AgLearn. The employee’s supervisor can assist with the login process and access to the applicable course.			
	√	AgLearn Courses		
		FN100 Introduction to MIDAS		
		FN200 Basic Navigation of MIDAS CRM		
		BP301 Business Partner View		
		FN220 Managing the MIDAS Universal Worklist		
		FN240 Basic Navigation of GIS in MIDAS		
3	The instructor-led training should only be completed after the employee has finished all MIDAS AgLearn training courses defined in step 2. CED’s should contact their DD or State Office to schedule a MIDAS trainer to complete the instructor-led training. The MIDAS State Trainers will deliver the instructor-led training. The State Office may compress and streamline the 3 instructor-led training courses as appropriate.			
	√	Instructor-Led Training		
		CT300 Product Master		
		BP302 Business Partner		
		FR400 Farm Records		
	Upon completing the instructor-led training, employees shall take the corresponding assessments for Product Master, Business Partner, and Farm Records in AgLearn.			
	√	Instructor-Led Training		
		CT300 Overview of Product Master (Crop Tables) Assessment		
		BP302 Create and Maintain Business Partner Assessment		
		FR400 Farm Records		

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2 Training (Continued)

B MIDAS Access

Upon completing the training, users should go to **<https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/MIDAS%20-%20Requesting%20Access.aspx>** and follow the steps listed. Submit appropriate access forms.

Users will then receive an e-mail stating that they have been granted access to the MIDAS Portal. To access the MIDAS Portal, enter **<https://mprdep.fmmi.usda.gov>** into a web browser. Provide the eAuthentication logon information. Users will be able to self-register if they do not have an eAuthentication account.

3 Action

A State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- ensure that valid data for employees is in EmpowHR and manage Office Information Profile (OIP) assignments in Electronic Repository for Security Requests according to Notice MIDAS-16

Note: Office address and OIP changes are currently **not** updated automatically. Provide those changes to the MIDAS organizational structure maintainer. Forthcoming MIDAS Release 2 will automate these updates.

- direct questions about employee data to Fritz Matetzschk by e-mail to **fritz.matetzschk@tx.usda.gov**
- direct questions about MIDAS CRM training to Nanette (Julie) Pena by e-mail to **julie.pena@ok.usda.gov**
- direct questions about AgLearn to Mark Nelson by e-mail to **mark.nelson@kcc.usda.gov**.

B County Office Action

County Offices shall contact their DD for further assistance.